

## **ATTACHMENT B**

### **METHODS OF ADMINISTRATION FOR REVIEWING CIVIL RIGHTS COMPLIANCE IN LOCAL EDUCATION AGENCIES**

#### **APPEAL PROCESS**

In the event that the local education agency contests the findings of the on-site review, the following procedures and timelines have been established by the Office of Public Instruction for attempting to attain resolution:

1. Notification of local education agency of the findings of the on-site review within 30 calendar days.
2. Local education agency may challenge the findings by submitting a written statement to the Administrator, Division of Career, Technical and Adult Education within 30 calendar days of the receipt of the letter of findings.
3. The Administrator of the Division of Career, Technical and Adult Education will appoint a team to review the appeal and will transmit a written decision in the contested issue to the local education agency. The statement may be either a change in the report or an affirmation of the original report, in whole or in part, within 14 calendar days.
4. The local education agency may indicate a desire to continue the appeal (in writing) to the Administrator of the Division of Career, Technical and Adult Education.
5. The Administrator of the Division of Career, Technical and Adult Education will make a decision and transmit the decision to the local education agency in writing within 14 calendar days.

In the event that this process does not result in resolution, the Administrator will notify the Office of Civil Rights.